

Schedule 1 – Position Description (Registrar/General Manager)

POSITION TITLE:	REGISTRAR/GENERAL MANAGER
DEPARTMENT:	ANGLICAN DIOCESE OF GRAFTON
POSITION HELD BY:	
REPORTS TO:	BISHOP OF GRAFTON
UPDATED:	251024

THE ROLE

The Registrar/General Manager is part of the Diocesan leadership team based in Grafton. The position reports to the Bishop and is accountable to Bishop-in-Council and the Corporate Trustees. The Registrar/General Manager is a member of Synod and the Senior Leadership team.

The Registrar/General Manager leads the Registry Office team. The role serves a diverse constituency and works closely with the Bishop and the Bishop's support staff.

PURPOSE OF THE POSITION

The Registrar/General Manager is responsible for the effective management of the financial, administrative, legal, secretarial and communications functions of the Anglican Diocese of Grafton.

REPORTING RELATIONSHIPS

The Registrar/General Manager reports to the Bishop as Chairperson of Bishop-in-Council and the Corporate Trustees.

QUALIFICATIONS AND SKILLS

The Registrar/General Manager will hold the following qualities, professional qualifications and skills.

1. Tertiary Qualifications, preferably in management, business or accounting.
2. Post graduate qualifications in management, finance or governance are highly desirable.
3. Active commitment to the Christian faith.
4. A sympathetic understanding of and commitment to the ethos and values of the Anglican Church and an appreciation for the mission of the Anglican Church.
5. Excellent understanding of legislation applicable to the Anglican Diocese of Grafton.
6. Exceptional communication skills.
7. Strong people management, motivation and leadership skills.
8. Excellent time management and organisational skills.
9. Being an active member of an Anglican church with knowledge of the Diocese is an advantage. If the Registrar/General Manager is not a member of an Anglican Church then it is important to: Understand that the Diocese supports the furthering of the mission of the Church;
10. Accept the Anglican Church's philosophy's role in the Diocese;
11. Avoid comments or behaviours which would be contrary to the teaching and values of the Anglican Church and Community, as these would reduce confidence in the management of the Diocese.

MAJOR DUTIES AND RESPONSIBILITIES

1. Provide strategic advice to and implement policy decided by: Synod; Bishop-in-Council; Corporate Trustees, and other committees as directed by the Bishop or Bishop-in-Council.
2. Interact and provide support where required to the Grafton Anglican Schools Commission, the Professional Standards Committee, and the Professional Standards Board.
3. Develop and manage Diocesan services.
4. Oversee Diocesan finances.
5. Oversee the management of Diocesan property and assets including purchase or sale of property where directed.
6. Provide leadership and management to the staff, honorary appointments and volunteers at the Registry and serving the Diocesan central administration.
7. Provide Diocesan governance and secretariat services which ensure good governance, transparency and accountability, coordination and support services to Synod; Bishop-in-Council; and Corporate Trustees, and as otherwise directed by the Bishop.
8. Manage the administrative organisation of Synod.
9. Manage effective communication between Diocesan central operations and the agencies and ministry units of the Diocese.
10. Assist the Bishop, as directed, with risk management and safe ministry matters.
11. Act as Diocesan Registrar (as specified in Diocesan Ordinances), in particular acting as Secretary to Synod; Bishop-in-Council and the Corporate Trustees.
12. Assist the Corporate Trustees with the management of any legal action against the Diocese, including cases of historical abuse.
13. Make responses and submissions on behalf of the Diocese with regard to the National Redress Scheme.

ACCOUNTABILITIES

As Registrar

1. Ensure a Register is kept of all acts of the Bishop of the Diocese usually recorded under the Seal of the Bishop including:
 - Licences;
 - Consecration of buildings for public worship;
 - Letters of Orders for Priests and Deacons; and
 - Faculties concerning alterations to churches.
2. Maintain a Register of lands vested in the Trustees for the purposes of the church, along with the terms of any Trust attaching to such property.
3. Maintain a Register of Trusts vested in the Corporate Trustees.
4. Maintain a Register of the Diocesan Ordinances.

As Secretary to Synod, Bishop-in-Council and the Corporate Trustees

1. Prepare reports to Synod.
2. Advise on matters referred by Synod to Bishop-in-Council and advise generally.
3. Provide advice such that actions taken by the Bishop-in-Council and any Board of Commission are in accordance with the Constitution and Ordinances.
4. Affix the Seal on behalf of the Corporate Trustees of the Diocese.

In Administration

1. Provide leadership and direction in the area of development and maintenance of Registry and Diocesan Policies and Procedures.
2. Apply quality management principles to the activities of the Registry and the administration of the Diocese.
3. Develop a strategic plan for the operation of the Registry.
4. Oversee the collection of all returns prescribed by Synod to be prepared by Parishes.
5. Oversee the preparation of the business of Synod and make arrangements for the effective administration of any Session of the Synod.
6. Arrange for the preparation and the publication of the Year Book of the Diocese.
7. Oversee all accounting, administrative, legal and consulting services engaged by and contracted to the Diocese.
8. Oversee the acquisition, recording and storage of Diocesan archives.
9. Advise the Bishop and Bishop-in-Council, concerning the implementation of all Codes of Conduct for Church Workers.
10. Provide administrative support as required to the Professional Standards Committee.

11. Advise Ministry Units as required, to ensure all necessary Diocesan policies and procedures have been understood and implemented and to assist them to address any operational difficulties.

Regarding Diocesan Finances

1. In partnership with the relevant Registry staff and service providers oversee the financial position of the Diocese.
2. Coordinate the provision of advice on financial matters to Bishop-in-Council and the Corporate Trustees.
3. Ensure the preparation and presentation of the Annual Diocesan Budget for Synod and Bishop-in-Council.

Human Resources

1. Recruit, select, train and develop Diocesan Administrative staff to meet Registry and Diocesan goals and objectives, and encourage effective performance.
2. Ensure that Diocesan policies and procedures with respect to recruitment, selection, training, remuneration, occupational health and safety, child protection, fire safety and security, are followed.
3. Review the performance and remuneration of Registry staff on a regular basis, against mutually agreed goals and objectives to take account of any changes to duties, responsibilities and authority levels and to identify staff training and development needs.
4. Manage, and where necessary recommend for approval, variations to the terms and conditions of employment of Administrative staff.
5. Recommend for approval any variations to existing policies and procedures with respect to human resource matters with the Diocese.

National Church

Maintain good relationships with colleagues in other Australian Anglican Dioceses to foster healthy cooperation and communication on matters of common interest. Adherence to the Christian faith or membership of the Anglican Church will assist the Registrar/General Manager in this important aspect of the role.

Specialisation

1. Be aware of developments in all areas of administration likely to affect the operations of the Diocese of Grafton e.g. financial, legal, legislative, property, systems and human resources.
2. Maintain an awareness of new or foreshadowed legislation e.g. Freedom of Information; Equal Employment Opportunity; Sex Discrimination; Privacy, which may affect the Church in general or the Diocese in particular.
3. Provide secretarial, financial and/or legal expertise to the various bodies and institutions within the Diocese as required and/or engage external specialist resources to meet identified needs.

LIMITS OF AUTHORITY

1. The Registrar/General Manager may take appropriate action on all routine, daily matters for which the position is accountable.
2. The Registrar/General Manager will operate within the bounds of REG-002 Staff Delegations.

BENCHMARKS

Performance will be of the required standard when:

1. The Bishop-in-Council, Corporate Trustees, and other relevant Boards and Bodies are provided with timely, professional advice for effective decision-making.
 2. Services provided by the Registry to Ministry Units within the Diocese are customer focused and managed efficiently and effectively.
 3. Relevant legislative requirements (e.g. leave; superannuation, WH&S; SafeWork NSW; Risk Management; Child Safety etc) are effectively implemented in the Registry and appropriate communication and training are provided to office bearers across the Diocese.
 4. There are effective interpersonal relationships within the Registry as well as between the Registry and Ministry Units in the Diocese.
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